

*Embassy of the United States of America  
Port of Spain, Trinidad, W.I.*

# Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

## *AUDIO VISUAL TECHNICIAN*

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR  
ADDITIONAL INFORMATION.

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED.**

## BASIC FUNCTION OF POSITION

The incumbent will serve as the technical service provider to install, maintain and operate all audio and visual equipment. This function will include upkeep of Public Affairs technical set up and connectivity of equipment for the Mission's public and/or private functions, coordination of the Voice of America programming and technical assistance to radio, television and film.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** Completion of U.S. High School or Secondary School level education plus completion of an electronics certificate or diploma from a recognized technical institute required.
- 2 **WORK EXPERIENCE:** Five years of progressively responsible audio visual and electronic experience in a broadcast media environment required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Must possess the knowledge, skills and abilities to operate all satellite dish equipment, televisions, DVD/DVC, public address systems, sound recording devices and other applicable new technology for multimedia production required.
- 5 Proficiency in the use of Microsoft Office Suite mainly Word, Excel, PowerPoint, Outlook and Internet including social media e.g UTube and Facebook required.
- 6 Knowledge and ability in photography and film for official functions including editing required.

## TO APPLY

**Interested applicants for this position must submit the following or the application will not be considered:**

- A current resume or curriculum vitae along with the following information.  
**Failure to include the following information will result in an incomplete application:**

1. Position Title
2. Dates Available for Work
3. First, Middle & Last Names as well as any other names used
4. Date and Place of Birth
5. Current Address, Day, Evening, and Cell phone numbers
6. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
7. U.S. Social Security Number and/or Identification Number
8. Eligibility to work in the Country (Yes or No)
9. Special Accommodations the Mission needs to provide
10. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
11. Days available to work
12. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
13. U.S. Eligible Family Member and Veterans Hiring Preference
14. Education
15. License, Skills, Training, Membership, & Recognition
16. Language Skills
17. Work Experience
18. References

## SUBMIT APPLICATION TO

Applications must be submitted no later than close of business June 13, 2011 to:

(Audio Visual Technician)  
Human Resources Management Office  
United States Embassy  
15 Queen's Park West  
Port of Spain

**The U.S Embassy in Port of Spain is an Equal Opportunity Employer**

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.